

**LOS ANGELES
HOSPITAL AND INSTITUTIONAL
COMMITTEE
OF
ALCOHOLICS ANONYMOUS
GUIDELINES
(2015 – 2018)**

Revised: November 2015

The Los Angeles Hospitals and Institutions Committee Guidelines

Table of Contents

The Los Angeles Hospitals and Institutions Committee

Purpose.....

Why an H&I Committee.....

Membership and Sobriety Requirements.....

Conduct.....

Policy Review.....

Meetings

Business.....

Orientation.....

Supervisors.....

Policy Council.....

LAHIC Financial Guidelines

Approval of Committee Expenditures.....

General Fund Expenditures.....

Literature Fund Expenditures.....

LAHIC Bank Account Signatories and Electronic Fund Transfers...

General Fund Prudent Reserve.....

Literature Fund Prudent Reserve.....

Transfers From the General Fund to the Literature Fund.....

Transfers From the Literature Fund to the General Fund.....

Review of Reports.....

Reporting of Minutes.....

Committee Elections and Appointments

Voting Eligibility.....

Committee Appointments.....

Service Requirements Duties and Responsibilities

Panel Appointments.....

Vacated Positions.....

Holding More Than One Position.....

Elected Positions

Director.....

Panel Director – Corrections.....

Panel Director – Hospitals.....

Policy Council Members.....

Policy Council Chairperson.....

Treasurer.....

General Service Representative (“GSR”).....

Committee Appointed Positions

Director’s Assistant.....

Correspondence Program Chairperson.....

Convention Booth Chairperson.....

Forms Chairperson.....

The Los Angeles Hospitals and Institutions Committee Guidelines

Table of Contents (Continued)

H&I Outreach Coordinator.....

Literature Chairperson.....

Literature Fund Chairperson.....

Los Angeles Central Office Representative.....

Orientation Chairperson.....

Panel Screening Chairperson.....

Scribe.....

Hi From H&I Editor

Southern California H&I Intergroup Representative.....

Website Chairperson.....

Panel Appointed Positions

Area Supervisors.....

Panel Chairpersons.....

Panel Leaders.....

Approved Forms, LAHIC Instructions, and LAHIC Literature

Panel Forms

Panel Format

Chapter 3

Chapter 5

Twelve Traditions

Speaker Confirmation

Panel Leader's Speaker Confirmation Record

Committee Forms

Business Meeting Format

Orientation Meeting Format (Pending)

Literature Request Form

“Cans” Accounting Form

Treasury Accounting Form

LAHIC Instructions

Instructions for All Panel Leaders and Speakers

“Cans” Label

“Cans” Instructions

LAHIC Literature

3-form Brochure: LAHIC

**THE LOS ANGELES
HOSPITALS AND INSTITUTIONS COMMITTEE
*FOUNDED IN 1947***

PURPOSE: The sole purpose of the Los Angeles Hospitals and Institutions Committee ("LAHIC") is to carry the message of Alcoholics Anonymous to alcoholics who are confined in institutions. Institutions served, both government and private, include correctional facilities, hospitals and those facilities engaged in the treatment and/or rehabilitation of alcoholics. The Committee operates under the Twelve Traditions of Alcoholics Anonymous in all of its affairs and was formed under the Ninth Tradition, "A.A. as such, ought never be organized: but we may create service boards or committees directly responsible to those they serve." Alcoholics Anonymous panel meetings are held for the convenience of the confined alcoholic with the cooperation of the institution, ever mindful of the Sixth Tradition, "...such cooperation ought never to go so far as affiliation or endorsement, actual or implied."

WHY AN H&I COMMITTEE: The Committee is a part of the existing services of Alcoholics Anonymous and ensures the continuity of Alcoholics Anonymous panel meetings at institutions for confined alcoholics. Its members come and go, but the Committee continues. Most institutions have stringent rules, regulations and restrictions. The Guidelines set forth by the H&I Committee include those rules, regulations and restrictions, which have been mediated within the boundaries of the Twelve Traditions of Alcoholics Anonymous. Problems that arise at an institution are resolved within the framework of the Committee, with the knowledge that the combined Committee experience will have faced and solved such problems in the past.

MEMBERSHIP AND SOBRIETY REQUIREMENTS: To qualify for Committee

membership, a prospective LAHIC member must:

- a. Be an A.A. member who attends a Southern California A.A. group;
- b. Attend an LAHIC orientation meeting; and
- c. Be sober for a minimum of six months (unless under sponsor **approval**) to go to hospitals, treatment centers and mental hospitals, and one year to go to correctional facilities.

The foregoing requirements are a minimum for any type of participation within LAHIC, including participation as a panel speaker (subject to the rules of the applicable facility).

* Note: Any member of Alcoholics Anonymous or an invited guest may attend the monthly LAHIC Business Meeting.

CONDUCT: Any member of the Committee is disqualified from further H&I activity if

any of the following occurs:

- a. Loss of member's sobriety. Membership requirements will have to be reestablished;
- b. Refusal to abide by the Committee Guidelines;
- c. Refusal to abide by the rules and regulations of the institution being served;
- d. Soliciting for or recommending to a confined person any specific facility or treatment program; and
- e. The promotion of a member's private business through the use of any H&I information and/or activities.
- f. Aggressive, uncooperative, or disrespectful behavior.
- g. Sexual harassment.

h. It is the policy of The H&I Committee to cooperate with men of medicine. Our members never belittle a doctor or psychiatrist. We never belittle an Alcoholics Anonymous member for following a doctor's orders. Any action or conversation while on an H&I panel violating this rule will result in immediate removal from the H&I committee without exception.

POLICY REVIEW: The Policy Council (consisting of four elected Policy Council members, the Policy Council Chairperson who is the immediate past Director of H&I, Panel Director – Hospitals, Panel Director – Corrections and the current Director of H&I) shall schedule a special meeting every three years to review this entire policy or as circumstances require.

MEETINGS

BUSINESS: Regular membership Business Meetings will be held monthly. Special and/or emergency meetings may be called by the Director and/or Policy Council. All regular Business Meetings will be presided over by the Director or, in his or her absence, a past elected Director. A presiding officer at special meetings may be appointed by the Policy Council.

ORIENTATION: Regular Orientation Meetings will be held monthly, preceding the regular Business Meeting. The Orientation Meeting is designed to inform the new Committee members of the LAHIC procedures. The Orientation Meeting will be conducted by the Orientation Chairperson and the Assistant Orientation Chairperson.

SUPERVISORS: Regular Supervisors Meetings will be held monthly at a time and place designated by the Director. The Director will conduct the meetings for the purposes of reviewing and updating the information of all panels for which the Committee is responsible. Attendees will include the Panel Director – Hospitals, Panel Director - Corrections, Panel Supervisors.

POLICY COUNCIL: The Policy Council shall be conducted by the Policy Council Chairperson, who is the immediate past Director of H&I. The Policy Council shall consist of four elected Policy Council members, the Policy Council Chairperson, Panel Director – Hospitals, Panel Director – Corrections and the current Director of H&I. The voting members of The Policy Council are the four elected Policy Council members and the Policy Council Chairperson. The non-voting members are the Policy Council are the Panel Director – Hospitals, Panel Director – Corrections and the current Director of H&I. Regular Policy Council Meetings will be held monthly at a time and a place agreed upon by a majority of the Policy Council Members. The Policy Council exists to provide direction, resolve existing problems and coordinate the purpose and overall function of the Committee. Any new ideas or policies relating to the purpose of the Committee should be brought before the Policy Council.

The scheduled monthly meeting of the Policy Council will be open to any member of the H&I Committee for observation, or for presenting information, suggestions or helpful criticism. Policy Council meetings are also open to invited guests. The Policy Council Chairperson will ascertain from each visitor, at the beginning of each meeting, if he/she has anything to bring before the Council relating to Committee operations. If so, the Chairperson will ask the nature of the subject and determine if and when it will be presented by the visitor for discussion by the Policy Council Members. If the agenda of

the current meeting permits enough time, the Chairperson will allow the visitor to present the subject and purpose of the visit. If the agenda of the current meeting does not allow time for the presentation of any unscheduled matters, the Chairperson will request that the visitor submit the subject in writing or appear at the next scheduled Policy Council Meeting.

LAHIC FINANCIAL GUIDELINES

MONEY COUNTING: All monies will be counted at the business meeting. Copies of all transactions will be documented on a group donations report. A copy of the report will be given to the treasurer at the end of the business meeting each month. Each donating group will receive a carbon copy receipt for their group contribution. There will be 4 money counters to be appointed by the Director of H&I.

APPROVAL OF COMMITTEE EXPENDITURES: The Policy Council will approve committee expenditures as necessary.

GENERAL FUND EXPENDITURES: Facility Rental, mailbox rental, H&I meeting expense, business meeting forms, meeting refreshments, meeting set-up, clean-up, and maintenance charges, bank charges, raffle supplies and expenses, H&I newsletter, expenses other than those paid by the Literature Fund, and miscellaneous expenditures necessary to conduct the Committee's meetings and activities. H&I funds should not be used for any purpose other than that stipulated by H&I guidelines.

LITERATURE FUND EXPENDITURES: All H&I related brochures and literature including panel literature, H&I-related brochures, and H&I newsletter expenses proportional to the space devoted to Literature Fund-related activities.

LAHIC BANK ACCOUNT SIGNATORIES AND ELECTRONIC FUND

TRANSFERS: The Treasurer, Director and the Policy Council Chairperson are to be the duly authorized signatories listed on the signature cards of all bank accounts. Two out of three signatures shall be required on all checks. All Committee checks must state on their face, "Two Signatures Are Required." No electronic fund transfers are allowed from LAHIC bank accounts, except for transfers authorized by the Policy Council between the General Fund and the Literature Fund.

GENERAL FUND PRUDENT RESERVE: The General Fund Prudent Reserve shall be three months' general expenditures.

LITERATURE FUND PRUDENT RESERVE: The Literature Fund Prudent Reserve shall be up to three months' average literature fund collections. The average shall take into account literature fund collections for the previous twelve months. This prudent reserve policy considers that there are significant fluctuations in monthly literature fund donations. An approximate three-month reserve gives the Committee enough of a cushion to stabilize purchase levels, so that the same amount of literature can be provided to each panel each month, without shortages in any month. If the Literature Fund balance increases above the approximate three-month reserve, the Policy Council shall authorize increased spending for literature, as deemed appropriate.

TRANSFERS FROM THE GENERAL FUND TO THE LITERATURE FUND: In

December of each year, the Policy Council shall evaluate the General Fund Prudent Reserve, and may authorize the Treasurer to transfer the amount in excess of six months' general expenditures to the Literature Fund.

TRANSFERS FROM THE LITERATURE FUND TO THE GENERAL FUND: In

the event that the General Fund Prudent Reserve drops below two months' general expenditures, the Policy Council may authorize the Treasurer to transfer an amount into the General Fund from the Literature Fund, so that the General Fund Prudent Reserve is equal to three months' general expenditures.

REVIEW OF REPORTS: The Policy Council will review the Treasurer's quarterly financial report.

REPORTING OF MINUTES: The Scribe will report the monthly minutes of the Policy Council and Supervisor's meetings. Any special announcements agreed upon by the Policy Council will be made at the beginning of the next month's business meeting.

COMMITTEE ELECTIONS AND APPOINTMENTS

COMMITTEE ELECTIONS

- Director
- Policy Council Members (4) – Two elected every year.
- Panel Directors – Hospitals and Corrections (2)
- Treasurer
- General Service Representative

Opening nominations will be held at the October Committee Business Meeting. Closing nominations and elections will be held at the November Committee Business Meeting.

The newly elected personnel will take office the following January.

* **Note:** H&I members who are **elected** to H&I service positions should be given pertinent LAHIC Guidelines describing their duties and responsibilities by the Director of H&I. Those **appointed** to H&I service positions should be given the pertinent LAHIC Guidelines describing their duties and responsibilities by their immediate supervisor.

VOTING ELIGIBILITY

Any committee member who qualified for Committee membership is eligible to vote.

COMMITTEE APPOINTMENTS BY DIRECTOR

- **Director's Assistant**
- Correspondence Program Chairperson (Bridging the Gap, Contact Upon Release)
- Convention Booth Chairperson
- Forms Chairperson
- H&I Outreach Coordinator
- Literature Fund Chairperson
- Literature Chairperson
- Los Angeles Central Office Representative
- Orientation Chairperson
- Panel Screening Chairperson

- Scribe
- H&I Newsletter Editor
- Southern California H&I Intergroup Representative
- Website Chairperson

* **Note:** The Director shall make other committee appointments as needed, and reduce sobriety requirements for appointed positions as deemed appropriate.

SERVICE REQUIREMENTS, DUTIES AND RESPONSIBILITIES

PANEL APPOINTMENTS

- Area Supervisors
- Panel Chairpersons
- Panel Leaders

VACATED POSITIONS

If a person in any elected or appointed position fails to complete his/her term of office, the Director shall appoint a replacement to serve the remainder of the unexpired term. There shall be no additional elections for vacated positions. If the acting Director of H&I is unable to carry out his duties for any circumstance, The Policy Council shall appoint a past Director of H&I to serve in the current Director's absence.

HOLDING MORE THAN ONE POSITION

No individual may hold more than one of the following positions at the same time: Area Supervisor, Scribe, Treasurer, Panel Director – Hospitals, Panel Director - Corrections, or Director. An individual who is elected or appointed to one of the above positions must resign from any other position (except panel leader) before assuming office.

ELECTED POSITIONS

DIRECTOR: Must have four years of continuous sobriety and three years of continuous Committee service including one year as a Supervisor prior to election. The Director holds office for one year and is not eligible for reelection for another five years. At the end of the Director's term, he/she then becomes the Policy Council Chairperson for the following year. Duties and responsibilities are:

- a. Ensure that all panels and panel grids are current;
- b. Responsible for making sure that all panel leaders are showing up EVERY month to their panel and take appropriate action if not;
- c. Fill all appointed positions;
- d. Coordinate and direct all Committee activities;
- e. Keep informed via his/her representative appointments;
- f. Attend Policy Council Meetings;
- g. Conduct a monthly Supervisors Meeting;
- h. Distribute guidelines to those filling elected service positions.

PANEL DIRECTOR - CORRECTIONS:

Must have four years of continuous sobriety and three years of continuous Committee service as a jail panel leader (including one year as a Jail Panel Chairman or Supervisor).

The term is for two years. Duties and responsibilities are:

- a. Administer the activities of all panels pertaining to correctional facilities;
- b. Prepare and maintain accurate and current records of all correctional facilities;
- c. Develop new and revised operating procedures for panels, and present them to the Committee for approval;

- d. Appoint and, when necessary, remove Area Supervisors, Panel Chairpersons, and Panel Leaders;
- e. Direct the removal of panel members in those cases where removal is warranted and the Panel Chairpersons and/or Panel Leaders fail to take action;
- f. Attend all Committee Business meetings;
- g. Attend all Supervisors Meetings;
- h. Attend all Policy Council Meetings;
- i. Provide monthly to the Director a current panel grid for each panel serviced, and report to the Director all Panel Board activities;
- j. If conditions arise in a facility that present potential safety problems, the Panel Director - Corrections may institute a policy at that facility requiring that only male panel members attend panels in men's facilities and female panel members attend panels in women's facilities;
- k. Provide pertinent LAHIC Guideline position description, panel leader sheet, panel speaker sheet, current jail panel grid, and clearance list to those filling appointed service positions under the Panel Director – Corrections supervision.
- l. Maintain jail clearance list (accurate phone numbers and email addresses including applicants from LA, SFV, SCV & AV);
- m. Supervise applicants for jail clearance, and coordinate orientation schedule for those who have been pre-cleared;
- n. Maintain attendance sheet each month and remove members who fail to meet the minimum required jail panels;
- o. Prepare and submit statistical report as required by Los Angeles County Sheriff's Department; and

p. Act as liaison to the Los Angeles County Sheriff's Department for regional H&I committees.

PANEL DIRECTOR - HOSPITALS:

Must have four years of continuous sobriety and three years of continuous Committee service as a hospital panel leader (including one year as a Panel Chairman or Supervisor).

The term is for two years. Duties and responsibilities are:

a) Administer the activities of all panels pertaining to hospitals and treatment centers:

b) Prepare and maintain accurate and current records of all hospitals and treatment centers;

c) Develop new and revised operating procedures for panels, and present them to the Committee for approval;

d) Appoint and, when necessary, remove Area Supervisors, Panel Chairpersons, and Panel Leaders;

e) Direct the removal of panel members in those cases where removal is warranted and the Panel Chairpersons and/or Panel Leaders fail to take action;

f) Attend all Committee Business meetings;

g) Attend all Supervisors Meetings;

h) Attend all Policy Council Meetings;

i) Provide monthly to the Director a current panel chart for each panel serviced, and report to the Director all Panel Board activities;

j) If conditions arise in a facility that present potential safety problems, the Panel Director - Hospitals may institute a policy at that facility requiring that only male panel members attend panels in men's facilities and female panel

members attend panels in women's facilities; and

k) Provide pertinent LAHIC Guideline position description to those filling appointed service positions under the Panel Director – Hospitals' supervision.

POLICY COUNCIL MEMBERS: Must have four years of continuous sobriety and three years of continuous Committee service as appointed or elected H&I committee member prior to election.

The Policy Council consists of five voting members: a chairperson and four elected members. Two members are elected each year to serve for a period of two years.

Policy Council Members are required to attend all regular meetings and any special meetings held by the Policy Council. If a Policy Council Member has been absent at two consecutive Policy Council meetings without a legitimate excuse, the Policy Council Chairperson or the Director may remove the Policy Council Member.

Policy Council Members shall follow the LAHIC Financial Guidelines.

POLICY COUNCIL CHAIRPERSON: The immediate past Director becomes the Policy Council Chairperson and presides over the Policy Council for a period of one year. In the absence of the Policy Council Chairperson, another Policy Council person will preside. If the Policy Council Chairperson has been absent at two consecutive Policy Council meetings without a legitimate excuse, the Director may remove the Policy Council Chairperson.

Duties and responsibilities are:

- a. Prepare an agenda for and preside at each Policy Council Meeting;
- b. Maintain an up-to-date set of Guideline changes, recording all additions, deletions, and revisions;

- c. Provide a supplemental list of guideline changes, if any, to the Committee as needed; and
- d. Provide the master copy of the Guidelines (revised, current, and in order) to the incoming Policy Council Chairperson.
- e. Ensure that a master copy of this policy is posted on the website.

TREASURER: Must have three years of continuous sobriety and two years of continuous H&I Committee membership prior to election. The term is for two years, and the Treasurer may be reelected. The Treasurer's duties and responsibilities are:

- a. Attend monthly Business Meetings, and attend Policy Council Meetings at least every other month;
- b. Account for all monies of the LAHIC, in accordance with LAHIC's Financial Guidelines;
- c. Pay the Committee's bills by check only. All checks must state "Two signatures required";
- d. Keep a separate accounting of the General Fund and the Literature Fund;
- e. Maintain the Committee's bank accounts;
- f. At the Policy Council's direction, transfer funds between the Literature Fund and the General Fund;
- g. Receive a monthly accounting report from the Literature Fund Chairperson;
- h. Prepare a quarterly financial disclosure statement accounting for all LAHIC receipts and expenditures; and
- i. Submit a copy of the quarterly financial disclosure statement in electronic format to the H&I Editor for publication in the newsletter. Her email address is: colleen@communicatrix.com

j. Collect Group Contributions Report from Literature Fund Chairperson.

COMMITTEE APPOINTMENT POSITIONS

DIRECTOR'S ASSISTANT: Must have three years of continuous sobriety and two years continuous Committee service prior to appointment. The **Director's Assistant** is appointed by the incoming Director of H&I and holds office for one year. Duties and responsibilities are:

- a. Work closely with the Director, in any capacity or situation as delegated by the Director;
- b. Maintain a list of all Committee positions and distribute to Directors, Webmaster, and Forms Chairperson
- c. Keep attendance record of all members to determine eligibility for voting and to be a panel leader.

CORRESPONDENCE PROGRAM CHAIRPERSON: Must have three years of continuous sobriety and two years of continuous Committee service. Duties and responsibilities are:

- a. Administer Correspondence Program for inmates and patients in the Los Angeles area, which consists of maintaining a roster of A.A. members who are willing to correspond with prospective A.A. members in confinement;
- b. Coordinate Correspondence Program activities with Los Angeles Central Office, Southern California H&I Intergroup Sponsorship by Mail and Contact Upon Release Committees, General Service Mid-Southern California Area 9, and General Service Correctional Facilities Desk. Attend Central Service,

General Service, and Intergroup meetings as necessary to coordinate these activities;

c. Develop and maintain a roster of A.A. members who have agreed to participate in the Correspondence Program. This roster can include A.A. groups that have volunteered to be responsible for the Correspondence Program in specified areas of Los Angeles;

d. Receive requests for Correspondence services in Los Angeles, and assign them to an appropriate member of the A.A. Correspondence Program roster; and

e. Forward letters to the SCHII Sponsorship by Mail Committee and GSO Corrections Desk as appropriate.

GENERAL SERVICE LIAISON: Must have two years of

continuous sobriety and one year of continuous Committee service prior to appointment. The term is for two years, and the GSR may be reappointed. The GSR is to be appointed each even numbered year, thereby coinciding with the Southern California Area Assembly elections. The term of office is to begin in January. Duties and responsibilities are:

a. Make sure that LAHIC is registered with the Local District, Area Assembly and GSO;

b. Attend the local District General Service meetings and take an active role in General Service;

c. Coordinate and communicate with LAHIC's representative to the Southern California H&I Intergroup;

d. Make regular reports to the LAHIC and keep the Director informed of General Service activities; and

e. Attend Policy Council meetings to coordinate general service activities.

CONVENTION BOOTH CHAIRPERSON: Must have two years of continuous sobriety and one year of continuous Committee service. Duties and responsibilities are:

a. Make arrangements for an LAHIC display at all local conventions, conferences, roundups, workshops etc., which are deemed necessary by the Committee;

b. Obtain sufficient manpower from within the Committee to operate each display. Staff the convention booth with sufficient Committee volunteers; and

c. Announce all upcoming events at the regular Committee meetings as far in advance as possible.

FORMS CHAIRPERSON: Must have two years of continuous sobriety and one year of continuous Committee service. Duties and responsibilities are:

a. Provide all forms used by the Committee. This includes photocopying of forms and keeping those concerned adequately supplied;

b. Attend each Committee Business Meeting.

H&I OUTREACH COORDINATOR: Must have two years of continuous sobriety and one year of continuous Committee service. Should be actively involved in the Committee and be knowledgeable about the Committee and its services. Duties and responsibilities are:

a. Arrange H&I Information Meetings with the A.A. groups throughout the greater Los Angeles area. The topic of these meetings should be confined to the speakers' experience, strength and hope regarding institutional panel work;

- b. Lead the Information Meetings or select a leader from the Committee; and
- c. Select participating speakers from the Committee members.
- d. Make announcements, providing flyers and maps where possible announcing the date, time and place of the H&I meeting.
- e. Make Alcoholics Anonymous meetings aware of H&I cans.
- f. Send H&I monthly meeting reminder email to all active H&I members.

LITERATURE CHAIRPERSON: Must have two years of continuous sobriety and one year continuous Committee service. The term is for one year. Duties and responsibilities are:

- a. Receive literature orders at Business meetings from Panel Chairpersons;
- b. Compile a master list of literature to be ordered;
- c. Purchase and pick up literature from Los Angeles Central Office;
- d. Fill and distribute orders at each Business Meeting;
- e. Refer any problems, such as unusually large orders or orders placed by unauthorized persons, to the Panel Board Chairperson; and
- f. Obtain guidance and approval from the Policy Council Board for purchases.
- g. Supervise the post office box for the Committee;

LITERATURE FUND CHAIRPERSON: Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year. Duties and responsibilities are:

- a. Distribute H&I cans and H&I can labels with a copy of Literature Fund Instructions;
- b. Recruit and train volunteers to assist donation intake at the monthly Business meeting. All persons handling money must have two years of continuous sobriety;

c. Receive and record literature fund donations at the monthly Business Meeting, providing receipts to all contributors and maintaining a receipt for H&I files. Donation intake shall take place from the meeting's beginning until break, after which all donations will be counted and recorded. All donations must be counted and recorded with an estimated donation total reported to the H&I Treasurer by the meeting's end;

d. Pick up literature fund donations at least monthly from the Committee's mailbox. Record and deposit donations in the same manner as donations received at the monthly Business Meeting;

e. Have a copy of the contributions accounting available at the Business Meeting;

f. Deposit all monies as soon as possible after the Business Meeting. Maintain a separate file containing the contribution logs, deposit slip copies, and other receipt information provided by the contributor;

g. Maintain the contributions accounting report. The report should contain the following meeting information: city/area, day, time, meeting name, last year's total contributions, and current year's monthly total contributions;

h. Forward a copy in electronic format of the contributions accounting report to the H&I Director, Treasurer, Website Chairperson, and the Hi from H&I Chairperson;

i. Assign numbers to meetings that are interested in contributing to the Literature Fund; and

i. Provide the bank deposit receipt to the Treasurer at the monthly Business Meeting.

LOS ANGELES CENTRAL OFFICE REPRESENTATIVE: Must have two years of continuous sobriety and one year of continuous Committee service. Duties and responsibilities are:

a. Regularly attend the monthly Central Service Committee and Central Service Intergroup Meetings;

- b. Report pertinent Committee information to Central Service and share experiences which may be of value to A.A. as a whole;
- c. Report information and experience shared at the Central Service meetings to the Committee and to the Policy Council when appropriate;
- d. Act as a liaison between the Committee and the Los Angeles Central Office;
and
- e. Maintain a regular monthly notice about the Committee in the Los Angeles Central Office newsletter, "Hello Central."

ORIENTATION CHAIRPERSON: Must have two years of continuous sobriety and one year of continuous Committee service. Should be knowledgeable about the Committee and able to relate all necessary information about the Committee. The term is for one year. Responsibilities include conducting the monthly Orientation Meeting according to its format.

PANEL SCREENING CHAIRPERSON: Must have three years of continuous sobriety and three years of continuous Committee service. Duties and responsibilities are:

- a. Negotiate each prospective panel that is referred to the Committee. In doing so, the Panel Screening Chairperson shall follow LAHIC's guidelines and be familiar with the guidelines of the General Service Treatment Facilities and Correctional Facilities Workbook. Facilities that meet our panel requirements are places where the patients do not have access to outside meetings;
- b. Conduct an interview with the institution's inside sponsor or contact. Outline what our Committee can do, and remember to place our tradition of

“cooperation without affiliation” first;

- c. Take an evaluation panel to the institution, consisting of at least 1 other member of H&I with a minimum of 2 years of active service;
- d. The evaluation panel shall familiarize themselves with the prospective facility, and present to policy council for vote.
- e. The Panel Screening Chairperson shall forward to the Panel Board Chairperson the evaluation panel’s recommendations regarding the prospective panel.

SCRIBE: Must have one year of continuous sobriety and one year of continuous Committee service. Duties and responsibilities are:

- a. Keep minutes of the regular monthly Business Meeting;
- b. Attend Policy Council to take pertinent notes;
- c. Report the monthly minutes of the Policy Council. The previous months’ minutes will be announced at the beginning of the business meeting;
- d. Serve as word processor for any directives or correspondence;

H&I NEWSLETTER EDITOR: Must have two years of continuous sobriety and one year of continuous Committee service. The term is for one year. Duties and responsibilities are:

- a. Publish monthly newsletter for the Committee;
- b. Solicit articles and graphic elements pertinent to H&I service;
- c. Prepare copy for the printer;
- d. Ensure that H&I newsletter is not used as a vehicle for individual gripes or advertisements;
- e. Appoint and supervise necessary staff; and

f. Include each month: Trusted Servants' roster, Hospital and Jail panel grids, Treasurer's report, Literature Fund ("Cans") accounting report, minutes of pertinent H&I meetings (if provided), LAHIC statement of purpose and basic guidelines governing H&I membership.

SOUTHERN CALIFORNIA H&I INTERGROUP REPRESENTATIVE: Must have

two years of continuous sobriety and one year of continuous Committee service. Duties and responsibilities are:

- a. Attend all Southern California H&I Intergroup ("SCHII") meetings. When unable to attend, send a qualified alternate;
- b. Report pertinent Committee information to SCHII and share experiences which may help other SCHII participants;
- c. Report SCHII information and activities to the Committee when applicable;
- d. Coordinate the hosting of the Intergroup meeting in Los Angeles and provide for the customary potluck lunch;
- e. Attend Policy Council meetings to coordinate SCHII activities; and
- f. Coordinate the annual Southern California H&I Conference with LAHIC.

WEBSITE CHAIRPERSON: Must have two years of continuous sobriety and one year

of continuous Committee service. Should be actively involved in the Committee and be knowledgeable about the Committee and its services. Duties and responsibilities are:

- a. Maintain the Committee website (LAHIC.ORG) with information and forms provided and used by the Committee. Ensure that information provided on the website is accurate and current; and
- b. Ensure that no last names are revealed and that the anonymity of A.A.

members listed on the website is preserved;

H&I CHECK IN CHAIRPERSON: Must have one year of sobriety, and six months of service in H&I. This is a one year commitment.

a. Maintain the member sign in sheet, and attendance sheet. Reports attendance to Director's Assistant to determine eligibility for voting and to be a panel leader.

b. Maintain laptop.

c. Check in all active H&I members at the monthly meeting.

d. Prepare reports requested by policy council.

PANEL APPOINTED POSITIONS

AREA SUPERVISORS: - Correctional Facilities
 - Hospitals and Treatment Centers

Must have one year of continuous sobriety and six months of continuous Committee service. The Panel Director of Hospitals or Corrections shall appoint Area Supervisors as necessary. Duties and responsibilities are:

a. Attend the Business and Supervisors Meetings, not missing two consecutive months' meetings, and if unable to attend must have an alternate attend in their place;

b. Assist in selecting Panel Chairpersons and Panel Leaders who meet approved guidelines from within the Committee;

c. If necessary, assist the Panel Chairpersons in the removal of Panel Leaders.

Where a unresolved dispute exist regarding the removal of Panel Leaders,
refer the matter to the Panel Director – Hospitals or Corrections for resolution;

d. Provide in a timely manner to each assigned Panel Chairperson: (1) a copy of
Committee guidelines pertinent to that position; and (2) an up-to-date panel
chart;

e. As necessary, discuss with assigned Panel Chairpersons any existing problem
or new policy, and report serious problems immediately to the appropriate
Panel Board Chairperson;

f. Contact all assigned Panel Chairpersons at least every month to update panel
information; and

g. Forward any changes in panel information to the Panel Board Chairperson by
the end of each month.

h. FOR JAILS ONLY: Must collect the names of all persons attending panels
and number of inmates in attendance from the chairpersons under their
supervision. These are to be reported to the Panel Director – Corrections no
later than the third day of each month.

i. An Area Supervisor's term limit is four years. At the end of a four year term,
they must be replaced. The Director of Hospitals will appoint the new
Hospital Area Supervisors and the Director of Jails will appoint the new Jail

j. Select Panel Leaders from within the Committee who meet approved
requirements;

k. Provide a welcome letter, a copy of the instructions for a Panel Leader, and an
accurate panel chart to each new Panel Leader; Area Supervisors

l. Remove or replace any Panel Leaders who fails to carry out their duties or
responsibilities;

m. Oversee the provision of A.A. literature to panels. Literature is obtained at the monthly Business Meetings of the Committee;

PANEL CHAIRPERSONS: Must have two years of continuous sobriety and a minimum of one year as Panel Leader. Duties and responsibilities are:

- a. Comply with instructions for Panel Leaders and speakers;
- b. Attend a meeting conducted by each member of the panel at least once every twelve months;
- c. Attend a minimum of two regular monthly Business Meetings of the Committee every quarter; and
- d. Provide a 30-day advance notice to the Area Supervisor when vacating the position of Panel Chairperson. The Panel Chairperson may recommend but not appoint a replacement.
- e. **FOR JAILS ONLY:** Must collect the names of all persons attending panels and number of inmates in attendance from Panel Leaders under their supervision. These are to be reported to the respective Area Supervisors no later than the first day of each month.

f. Participate in a quarterly check in with respective Area Supervisor

g. Collect and submit accountability reports from all panel leaders on a monthly basis.

h. **FOR JAIL PANELS ONLY:** Turn in the names of your panel speakers

PANEL LEADERS: Must have one year of continuous sobriety and three months of active Committee service. Duties and responsibilities are:

- a. Comply with instructions for Panel Leaders and speakers.
- b. Most importantly, comply with **LAHIC'S "NO DARK NIGHTS" policy.**

Arrange for the Panel Chairperson or another Panel Leader to take the panel if unable to fulfill commitment. (It is the Panel Leader's responsibility to make certain the panel is covered;

c. Arrange for panel speakers, preferably from the H&I Business Meeting;

d. Inform speakers of all applicable LAHIC and institution policies, and enforce adherence to the rules as appropriate. Panel Leaders may, at their discretion, refuse to take speakers into panel meetings because of policy violations;

e. Notify the Panel Chairperson of any change in the Panel Leader's personal contact information (address, telephone number, email address, etc.);

f. Notify the Panel Chairperson if there are any problems at the institution or if literature is needed;

g. Attend at least one of the regular monthly Business Meetings every quarter;

h. Notify the Panel Chairperson when vacating the position of Panel Leader. A replacement will be appointed by the Panel Chairperson.

i. Abide by guidelines pertaining to all panel speakers:

1) You must qualify as an alcoholic. Please focus your sharing on recovery from alcoholism.

2) **DO NOT** give a prolonged drunk-a-log. Make sure you talk about recovery and living sober with the program and the twelve steps.

3) **DO NOT** make any derogatory remarks about the facility or its officials.

4) **DO NOT** talk down to the group or use profane or vulgar language. (No Sex-O-Logs)

5) **DO NOT** take anything in or bring anything out with you.

6) **DO NOT exchange phone numbers or addresses with people at the facility, promise to write them, or agree to meet them when they leave.**

Refer them to Central Office.

7) **DO NOT** wear shorts, blue jeans or sandals.

8) Women must not wear short or slit skirts, low-cut tops, or tight fitting clothes.

9) **DO NOT** go on a panel or institution if you know or correspond with someone there.

10) Panel Leaders are responsible for the conduct of their speakers. nd
number of inmates to your chairman immediately after your panel (same day).

**APPROVED FORMS,
LAHIC INSTRUCTIONS
& LAHIC LITERATURE**

PANEL FORMS

- Panel Format
- Chapter 3
- Chapter 5
- Twelve Traditions
- Speaker Confirmation
- Panel Leader's Speaker Confirmation Record

COMMITTEE FORMS

- Business Meeting Format
- Orientation Meeting Format (Pending)
- Literature Request Form
- "Cans" Accounting Form

- Treasury Accounting Form

LAHIC INSTRUCTIONS

- Instructions for All Panel Leaders and Speakers
- “Cans” Label
- “Cans” Instructions
- Dress Code

LAHIC LITERATURE

- 3-fold Brochure: LAHIC